



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

24 JUN 2003

MEMORANDUM FOR SEE DISTRIBUTION

FROM: WR-ALC/LG

SUBJECT: Policy for Management of Provisioning, Technical Order, and Engineering Data Acquisition

1. This is a coordinated FM/PK/LG policy letter, which supersedes the coordinated FM/PK/TI letter, 3 Oct 96, same subject.
2. Questions often arise regarding the policy for management of provisioning, technical orders, and engineering data acquisition on solicitations for new acquisitions or modifications. Although acquisition policy has been and continues to be streamlined, it is imperative that the following processes be adhered to in all acquisitions emanating from WR-ALC (new acquisitions or modifications), as well as new acquisitions emanating from a product center for which WR-ALC will be the sustainment ALC. The following policy applies for each functional area.
3. Management of provisioning data, technical orders, and engineering data continues to remain the responsibility of the Logistics Data & System Support Division (LGE) within the Logistics Management Directorate. LGE is a support organization and, therefore, provides all aspects of these services to its customers. As such, the product directorates are responsible for budgeting in support of their programs to include both the products discussed below and costs associated with procurement of those products. At the time a modification effort or new acquisition, excluding replenishment spares, is begun, the Data Management Officer (DMO) within the product directorate will be notified by the program manager/logistics manager. The DMO will then issue a data call to all organizations, including the applicable areas of LGE that may have a need to order data on that effort. If applicable, a copy of the Statement of Objective (SOO), performance-based Statement of Work (SOW), or Performance Work Specification (PWS) shall be attached to the data call notification. A formal data call meeting may or may not take place; however, organizations with a data requirement are still responsible for submitting their requirement to the DMO. Subject processes are outlined as follows.

a. **Engineering Data:** The Data Management Branch (LGEC) is responsible for evaluating/assessing the minimum engineering data requirements and providing input for inclusion of these requirements into solicitations, proposals, and contracts in order to ensure development/delivery of high quality engineering data for life cycle support of each acquisition or modification program. The Engineering Data Management Specialist (EDMS) within LGEC must therefore be involved in the initial acquisition planning. The EDMS within LGEC receives the data call and will participate in the data call meeting, as appropriate, to discuss the engineering data requirement. Upon receipt of the data call, the LGEC EDMS will prepare and submit appropriate engineering data wording for inclusion in the SOO, SOW, or PWS and the appropriate CDRL in response to the data call or issue a negative response to the data call. The decision that these minimum requirements will support the life cycle of the acquired product

rests with the customer; however, all aspects of engineering data, including any negotiation of, modification of, or deletion of the SOO, SOW, or PWS wording or the CDRL, will be coordinated with LGEC and documented by the program office to ensure the engineering data requirements are met. All engineering data to be input into the WR-ALC Joint Engineering Data Management Information Control System (JEDMICS) shall be coordinated through the appropriate LGEC EDMS, thereby ensuring their input into the procurement of the engineering data. As appropriate, the LGEC EDMS will co-chair the Engineering Data Guidance Conference and all In-Process Reviews (IPR) of engineering data.

b. Provisioning - Supply Support - Cataloging - Supply Support Requests (SSRs) - Support Equipment Recommendation Data (SERDs), Parts Configuration: The Provisioning and Parts Configuration Management Branch (LGEB) consists of three sections. The Parts Configuration Management Section is the centralized point of contact for establishing and maintaining the Parts Configuration Management System, providing customer support with reliable technical documentation for various weapon systems and support equipment. The two Provisioning Sections ensure spare/repair parts support for the acquisition of weapon systems, end items, and support equipment. This support includes the cataloging of non-stock listed items, the procurement of repairable, non-stock listed items, providing spare/repair parts support for common items in support of Reformed Supply Support Programs (RSSPs). LGEB receives the data call and participates in the data call meeting, as appropriate, to discuss provisioning data requirements. Upon receipt of the data call, the LGEB provisioning specialist will review the complexity of the end item being procured to determine and identify the provisioning data requirements needed to provide spare/repair parts support for the end item and/or support equipment. The provisioning specialist will submit appropriate provisioning wording for inclusion in the SOO, SOW, or PWS, as applicable, and appropriate Contract Data Requirements Lists (CDRLs) in response to the data call. In order to ensure that only minimum essential data requirements are submitted and that provisioning requirements are identified, the provisioning organization will be contacted to determine if the requirements are accurate or if any changes should be addressed. All aspects of provisioning data requirements, including any negotiation of, modification of, or deletion of the SOO, SOW, or PWS wording or the CDRL, will be coordinated with LGEB and documented by the program office to ensure the provisioning requirements are identified.

c. Technical Orders: Although the responsibility for technical order support has been decentralized, technical order policy remains in the Technical Data Branch (LGED). The technical order management function within the product directorate ensures the technical order support requirements are met during the acquisition or modification of a weapon system or commodity. LGED receives and participates in the data call, as appropriate, for tech data requirements. The technical order manager (TOMA) will review the complexity of the system/commodity acquisition or modification to determine the appropriate course of action after the data call is announced. The TOMA will prepare and submit the necessary documents in accordance with Technical Order 00-5-3. This will include, based on the data call, an input into the SOO (or SOW or PWS), Evaluation Criteria, Instructions to the Offerors, and the supporting CDRLs, including a Technical Manual Contract Requirements (TM 86-01) document. Changes in concept to the original data call will be addressed to the technical order management function

to ensure the technical order requirements are met. All aspects of technical orders, including negotiation of, modification of, or deletion of any of the submitted technical order documentation will be coordinated with the technical order manager and documented by the program office.

4. It is imperative that these processes be followed to insure that each program can be sustained in the out years. Point of contact is Donald R. Looney, LGEC, 6-6570.

A handwritten signature in black ink, appearing to read "John H. Blair", with a large circular flourish at the beginning.

JOHN H. BLAIR

Director

Logistics Management Directorate

Attachment

FM/PK/TI Ltr, 03 Oct 96

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